

Welcome to the club! My name is Michelle Downey and I am the head coach of the Development program. Your swimmers will know me as Coach Michelle and I look forwards to getting to know all your swimmers over the next 9 months. Please reach out with any questions to [michelle@calgaryswimming.com](mailto:michelle@calgaryswimming.com).

**Please make sure you have reviewed the Parent Hand book on our website.**

Abbreviations we use to each group.

SD = Shouldice Pool

CH = Churchill Pool

On our website, [calgaryswimming.com](http://calgaryswimming.com) , when signed in you will see a “members” tab on the top. This tab is only visible if you are signed in. Under this tab you will see a lot of important information. Not all of the information will pertain to your swimmers right now but as your swimmers continue to move through our program you will continue to reference this tab.

### **Day to day things you need to know:**

**What to wear to swimming:** To swim meets you must be in your team gear (Dino caps, Dino swimsuits, and Dino shirts). For practice swimmers must be in team caps and appropriate training suits. Most swimmers will train all year in the team suit provided in September. Some swimmers prefer to wear other training suits. If you choose to wear another swimsuit it must have no frills, ties, and be fitted to the body. Board shorts and 2-piece swimsuits are not allowed. Suits for all swimmers should be fitted and not baggy, they do loosen in the water and tighter is better than too loose. If a swimmer comes in a suit that is not appropriate, I will reach out to you to discuss proper swimming attire. When in doubt, use your team suit.

**What to bring to swimming:** Bring a towel, team Dino cap, goggles, kick board and swimming fins. If you wish to get a mesh training bag for your swimmer please label it, the swimmers are aloud to keep the gear in the mesh bag on deck during training. They will be carrying their gear to and from the pool.

**Goggles and caps:** Team caps must be worn at all times. Goggles can be the ones we provide or ones you purchase elsewhere. Goggles must be training goggles and have 2 straps to go behind the head. They cannot be too large or cover to nose. If your swimmer’s goggles are not fitting, I will reach out to you and you will need to replace them. **New/replacement Caps and Goggles:** I will always have new Caps and Goggles with me and the swimmers/parents can ask for them directly from me. I will then note your swimmers name and submit all cap and goggle purchase to the office monthly to be billed to your accounts.

**Gear Day:** **This is only for new swimmers only.** If you are retuning to the program and need new swimsuits, flippers, kickboards or other team gear please order it on our website or reach out to our office team. I will pick up orders weekly from the club office, if you need it quickly you may need to go to the office to pick it up yourself. If you have ordered an item and I am grabbing it from the office for you please come and collect it from me/ask for it, I tend to have them in my bag and will **not** hunt your swimmers down to hand them out. They need to collect them personally from me. I will only carry them

around for 5-7 days. After that you will need to schedule a time with the office to go and collect your items.

**Clothing Bags and shoes:** All shoes must be left outside of the changerooms, for parents to! Bags, clothes, and towels can be left in lockers in the change rooms or on the benches behind the starting side of the pool. **Parents**, if you are entering the change rooms (including the family change hallway) you must remove your shoes.

**Lost and found from meets:** At the end of a meet we will collect all team gear and bring it to both pools for a full week. After that the items will go into the general lost and found. After a meet please make sure you have the correct child's team gear. They tend to grab any yellow shirt at the end of the day mistakenly taking the wrong kids gear home. **Label your child's team gear and re-label it as needed!**

**Very important,** if you have any question or concerns, please communicate with me. My staff are on deck to coach your children and are not to be approached. I coach, oversee, direct, and manage the programming for Churchill and Shouldice Groups and am happy to address any questions or concerns you have. On Fridays I am split between the 2 pools. If you need me and I am not at your pool, please send me an email. Unless it is an emergency do not come on deck and talk to the other coaches as they are focused on coaching the swimmers. I am happy to set up times to chat in person if you would prefer and I look forward to meeting all the parents and swimmers.

My email is [michelle@calgaryswimming.com](mailto:michelle@calgaryswimming.com) and I check it frequently.

**Officiating at swim meets.** All UCSC parents are asked to officiate at UCSC hosted swim meets their swimmer(s) attends. There are three meets this season where all UCSC parents are asked to officiate at (listed below in the meets as well as in the "officiating commitment"). We strongly encourage all parents in Churchill and Shouldice Groups to get at least their first level of officiating. More information about courses will be sent out once it is available. The courses are also available in the Members section under "officiating info" and then "Swim Canada Clinics – Click here". The level 1 clinic is called "Introduction to Swimming Officiating." You must let us know when you have completed a course. We work on a point system, and deficit points are charged at \$1 per deficit point. If you have any questions about officiating, please contact either the office ([manager@calgaryswimming.com](mailto:manager@calgaryswimming.com)) or our Officials Coordinator ([officials@calgaryswimming.com](mailto:officials@calgaryswimming.com)). Please note that our Officials Coordinator is a parent volunteer. More information will also be posted in the members section under "info you should know" by September 15.

Getting certified to Time and Officiate: Many of you still need to become certified timers at our swim meets. This is the first level of certification. After that, there are some other courses that you can take to officiate at swim meets.

We have 2 options to get your level 1 in officiating:

1. Take one of our Club run courses. The dates are listed in the "important dates" part of this email.
2. An online PowerPoint course can be found on our website under members / officiating info /Swimming Canada clinics click here.

Once you have completed the PowerPoint and quiz:

1. Go back to our website under “officiating info.” Click on “UCSC form to fill in when you take an Officials’ Certification course.”
2. Please take all the information on this form and put it in an email to send to our Officials’ Coordinator at [officials@calgaryswimming.com](mailto:officials@calgaryswimming.com).